

HAZARD COMMUNICATION CHECKLIST

Company Name: _____

Supervisor: _____

Date: _____ Department/Area: _____

| Checklist Area | Yes | No |
|--|-----|----|
| Is there a list of hazardous substances used in your workplace? | | |
| Is there a written hazard communication program dealing with Material Safety Data Sheets (MSDS), labeling, and employee training? | | |
| Is each container for a hazardous substance (i.e., vats, bottles, storage tanks, etc.) labeled with product identity and a hazard warning (communication of the specific health hazards and physical hazards)? | | |
| Is there a Material Safety Data Sheet readily available for each hazardous substance used? | | |
| Is there an employee training program for hazardous substances? | | |
| Does this program include: | | |
| An explanation of what an MSDS is and how to use and obtain one? | | |
| MSDS contents for each hazardous substance or class of substances? | | |
| Identification of where an employee can see the employers written hazard communication program and where hazardous substances are present in their work areas? | | |
| Explanation of "Right to Know?" | | |
| The physical and health hazards of substances in the work area, and specific protective measures to be used? | | |
| Details of the hazard communication program, including how to use the labeling system and MSDS's? | | |
| Are employees trained in the following: | | |
| How to recognize tasks that might result in occupational exposure? | | |
| How to use work practice, engineering controls, and personal protective equipment, and to know their limitations? | | |
| How to obtain information on the types selection, proper use, location, removal handling, decontamination, and disposal of personal protective equipment? | | |
| Who to contact and what to do in an emergency? | | |
| Corrective action taken for those items checked "No": | | |
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